

DISCRETIONARY COMMITTEES

COMMITTEE NAME: _____

New Committee

Renewal

Reestablishment

**IF A CHARTER DATE HAS EXPIRED - COMMITTEE HAS EXPIRED
COMMITTEE MUST BE REESTABLISHED AND MEMBERS MUST BE
REAPPOINTED**

FACA Packet Checklist:

Proposed Charter (include extra copy of proposed charter on left)

Current Charter (if there is one - left hand side)

Memo to the Secretary

Federal Register Notice

Justification Statements

On a renewal, re-chartering or re-establishment include a red line/strikeout version of the new charter showing the changes, if any from the previous charter.

Membership List

Extra copy of package

Justification Statements must include:

- a. explaining why committee is essential
- b. explaining why committee's functions cannot be performed by the proposing agency, another agency, or an existing FACA committee
- c. explaining why another means such as a public meeting cannot do the job instead of a committee, and
- d. describing agency plan to ensure balance of membership

DFO: _____

Bureau GFO: Reviewed by: _____ Date: _____

Committee Management Office: Reviewed by: _____ Date: _____

Solicitor: - Certify this is FACA _____

Ethics: - Does SGE apply _____